



# Privacy Impact Assessment for Non-Ministry Public Bodies

## Leadership Training Portal for Corrections Staff

PIA# 2019.011

### Why do I need to do a PIA?

Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FOIPPA. Public bodies should contact the privacy office(r) for their public body to determine internal policies for review and sign-off of the PIA. Public bodies may submit PIAs to the Office of the Information and Privacy Commissioner for BC (OIPC) for review and comment.

If you have any questions about this PIA template or FOIPPA generally, you may contact the Office of the Chief Information Officer (OCIO) at the Privacy and Access Helpline (250 356-1851). Please see our [PIA Guidelines](#) for question-specific guidance on completing a PIA.

### What if my initiative does not include personal information?

Public bodies still need to complete Part 1 of the PIA and submit it along with the signatures pages to their privacy office(r) even if it is thought that no personal information is involved. This ensures that the initiative has been accurately assessed.

## Part 1 – General

Name of Department/Branch:	Corrections Division, School of Public Safety		
PIA Drafter:	Melanie Meyers		
Email:	<a href="mailto:mmeyers@jibc.ca">mmeyers@jibc.ca</a>	Phone:	604-528-5926
Program Manager:	Al Wong		
Email:	<a href="mailto:awong@jibc.ca">awong@jibc.ca</a>	Phone:	604-528-5559

*In the following questions, delete the descriptive text and replace it with your own.*

### 1. Description of the Initiative

*The Corrections Leadership training site is a Wordpress course site created for BC Corrections through JIBC's Corrections Division. It will be open, and require no authentication to use. There is no student tracking. Google Analytics will be collected periodically for reporting to BC Corrections.*

### 2. Scope of this PIA

*This PIA covers the course site for Corrections Leadership in Wordpress.*



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### 3. Related Privacy Impact Assessments

*None*

### 4. Elements of Information or Data

*There is no personal information or personal data being collected.*

If personal information is involved in your initiative, please continue to the next page to complete your PIA.

If no personal information is involved, please submit Parts 1, 6, and 7 to your privacy office(r). They will guide you through the completion of your PIA.



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### **Part 2 – Protection of Personal Information**

*In the following questions, delete the descriptive text and replace it with your own.*

**5. Storage or Access outside Canada**

The data will be stored in Canada.

**6. Data-linking Initiative\***

In FOIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative and you must comply with specific requirements under the Act related to data-linking initiatives.

1. Personal information from one database is linked or combined with personal information from another database;	No
2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled;	No
3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.	No
<b>If you have answered "yes" to all three questions, please contact your privacy office(r) to discuss the requirements of a data-linking initiative.</b>	



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### 7. Common or Integrated Program or Activity\*

<p>In FOIPPA, “common or integrated program or activity” is strictly defined. Answer the following questions to determine whether your initiative qualifies as “a common or integrated program or activity” under the Act. If you answer “yes” to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.</p>	
<p>1. This initiative involves a program or activity that provides a service (or services);</p>	No
<p>2. Those services are provided through:          (a) a public body and at least one other public body or agency working collaboratively to provide that service; or          (b) one public body working on behalf of one or more other public bodies or agencies;</p>	No
<p>3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.</p>	No
<p><b>Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.</b></p>	

***\* Please note: If your initiative involves a “data-linking initiative” or a “common or integrated program or activity”, advanced notification and consultation on this PIA must take place with the Office of the Information and Privacy Commissioner (OIPC). Contact your public body’s privacy office(r) to determine how to proceed with this notification and consultation.***

***For future reference, public bodies are required to notify the OIPC of a “data-linking initiative” or a “common or integrated program or activity” in the early stages of developing the initiative, program or activity. Contact your public body’s privacy office(r) to determine how to proceed with this notification.***



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### **Part 6 – Privacy Office(r) Comments**

*There is no personal information being collected.*

*George Joice*

Privacy Officer/Privacy Office  
Representative

*George Joice*

Signature

*2019 Aug 27*

Date



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### Part 7 – Program Area Signatures

Allen Wong

Program/Department Manager

Signature

*R. Chey -  
for AI Wong*

August 14, 2019

Date

~~Contact Responsible for Systems  
Maintenance and/or Security  
(Signature not required unless they  
have been involved in this PIA.)~~

~~Signature~~

~~Date~~

*Mike Proud*

Head of Public Body, or designate

Signature

*ML*

*August 26, 2019*

Date

A final copy of this PIA (with all signatures) must be kept on record.

***If you have any questions, please contact your public body's privacy office(r) or call the OCIO's Privacy and Access Helpline at 250 356-1851.***